

Minutes of the Senate / Executive Committee – APPROVED

November 7, 2019

Convener: Tim Tryjankowski

Officers Present: Tim Tryjankowski (Chair), Don Erb (Vice Chair), ~~Hugh Jarvis (Secretary)~~ (absent)

Executive Members Present: Jessica Coram, Kelly Cruttenden, Lynn Emminger, Jim Gordon, Janiece Jankowski, RJ Multari, Ben Poremski, Pam Stephens-Jackson

Executive Members Absent: Jennifer Augustine, Cheryl Bailey, Charlie Baxter

Members/Guests: Dom Licata (former chair), one illegible name

Parliamentarian: ~~Rachel Poole~~ (absent)

Staff: Gail Reino

Recorder: Hugh Jarvis

Meeting called to order by Tim Tryjankowski at 8:34 a.m.

Quorum reached: 8 senators and 2 officers present.

Supporting documents in Box.com folder in Professional Staff Senate/ Meetings/ Executive Committee Meetings



PRESENTATION OF AGENDA – Tim Tryjankowski

- **Motion to adopt Agenda:** RJ Multari (Ben Poremski). Passed.

REVIEW OF PAST MINUTE(S) – Tim Tryjankowski

- **Motion to approve Minutes from October 17, 2019:** Janiece Jankowski (Jim Gordon). Passed.

CHAIR'S REPORT – Tim Tryjankowski

- Waived. Will be addressed individually below as business.

VICE-CHAIR'S REPORT – Don Erb

- **Awards Cmt** – Nomination process for chancellor and outstanding service awards has begun.
- **Inclusion & Diversity Cmt** - request for \$600 to attend meeting in Albany - addressed below.
- **Mentoring Cmt** –
- **Sustainable Living Cmt** – discussions with Advancement to set up a fund for tree donations. Discussions with UB Sustainability about creation of a more suitable recycling poster for offices.
- **Staff Development & Engagement Cmt** – plans underway for conference.
- **Recreation & Wellness Cmt** - Open corn hole toss(es) planned.
- **Motion to receive: RJ Multari (Janiece Jankowski). Passed.**

NEW BUSINESS

- **Motion to accept new charge for Marketing & Communications Cmt: Jim Gordon (Janiece Jankowski). Passed.**
 - The Marketing and Communications Committee serves the Professional Staff Senate by developing marketing and branding guidelines, implementing UB branding, identity and accessibility standards, maintaining the PSS website, and ensuring consistent, effective communication that is aligned with the PSS mission and the branding message of UB.
- **Motion to approve Inclusion and Diversity Cmt request for \$600 for members to attend SUNY Diversity Conference: Janiece Jankowski (RJ Multari). Passed.**
 - Four members have department funding. Two members need supplementary funding.

SECRETARY'S REPORT – Hugh Jarvis

- (none)

UNFINISHED BUSINESS

Request for comments, questions, motions on the following:

- Faculty Senate moving ahead with resolution for campus reforestation/afforestation.
- Tree Drone Inventory: Prof. Le Wang from Geography moving ahead with pilot research; increasing support by UB admin.
- Possibility of a new employee fund for reforestation (\$5000 threshold) as part of faculty-staff campaign, if met will be promoted actively), possibility of matching money. Funds will be used to plant new trees, not to maintain existing trees. Possibility that PSS could contribute money and plant the first tree. More conversations to come.
- Consensual Relationship Policy draft, previously shared with EC – no new comments made
- SUNY University Faculty Senate election will be held soon to replace senator who has left plus an alternate; UB Faculty Senate will hold the election, but likely use our system. Both faculty and professional staff are eligible.
- Shared Governance staffing – welcome Gail Reino, temporary replacement for Lindsay, funded by Provost's office.

Office of University Shared Governance
Professional Staff Senate

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- Tim had conversation with Scot Weber about reducing campus fees for meetings; no relief offered but a conversation is occurring on Capen 5th floor. (Did fund our temp staffer.)
 - Kelly Cruttenden offered to provide free meeting space in Athletics.
- Special Committee on Redistricting - draft survey questions previously shared with EC.
 - Comments:
 - Affiliation: allow “check all that apply”.
 - Affiliation: add “active participant/not formally involved”.
 - Add number of meetings attended per year.
 - Make first question an introduction and learning opportunity: are you aware that as an employee... you are a member of the PSS; are you aware that you have a senator who represents you on that senate...
 - What is the goal of the survey? To assess need for redistricting, understand how people see themselves represented on campus.
 - Link to information about the current areas.
 - How do you want PSS to communicate with you..? (Countered this touches on marketing, which will be addressed this spring.)
 - Add open ended question about how PSS is structured.
- Climate Survey findings –considering inviting Despina for a deeper conversation possibly in January, encourages each committee and senators in general to raise questions and concerns.

NEW BUSINESS

- PSS Listserves (shared summary details on current Lists) plus comments by Pam Rose of Professional Staff Connect List. We currently have many listserves, encouraging deeper conversation about which we really need especially for the professionalstaffconnect-list. Future topic for EC.
- Buffalo 25 new presidential push: what can PSS do to help; admin has a short list of proposed markers (categories) for improvement; PSS could have our own push (Drive for 25?).
 - Need to share our ideas so we don’t surprise anyone?
 - Was shared with Scot Weber and he loved the idea.
 - Opportunity to show our value as professionals, that we’re excited, acting positively.
 - Theme sounds nice but will be tricky to attain any significant changes by 2025. We can only begin the process, possibly complete projects already begun.
 - Great opportunity to engage with senators and constituents to identify growth areas; e.g. smoke free campus, financial diversity, diversity...
 - We need criteria of these standings and where we rank.

***** Time is now 9:20, motion to extend meeting by ten minutes: Kelly Cruttenden (RJ Multari). Passed.**

- Budget Advisory Cmt membership too constrictive:
 - Chair can be current or former EC member or designee approved by EC.
 - PS Vice Chair will be BAC Vice Chair and voting member of BAC.
 - Up to four BAC members at large (not just two) from general membership.
 - Comments:
 - Does it have to go to Bylaws? No, just in standing rules.
 - Dome urged caution with changes since so important to PSS.
 - Chair will share with EC at next meeting for more consideration.

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- Adopt a family – need a chair, need to act by Nov 15 to get a family.
 - No volunteers.
- SUNY Chancellor and Professional Staff Awards, nominations due Jan 8.
- PSS Survey in spring.
- Stop the Bleed, UPD Dave Urbanek will hold workshop– need a chair for a winter session.
- Future meetings:
 - Ryan McPherson -- follow up on Sustainable Campus Initiatives
 - Kara Kearney-Saylor – Dir of Internal Audit will discuss transparency and accountability
 - Quizmaster?
 - November 21 – General meeting
 - February 27 – General meeting
 - March 3 – University Shared Governance Meeting (joint meeting with Faculty Senate)

Comments from the floor (Dom Licata):

- Buffalo News story about UB not walking the walk about sustainability, foundation still investing fossil fuels and fracking, UB is a member (\$50,000 p.a.) of a group that supports fracking,
- Memorial for Sarah Paraino – more money donated than expected. Dom is coordinating, three options for location, dedication ceremony.

ADJOURNMENT

Motion to Adjourn: 9:38 p.m.

Attendance sign in sheet(s) housed in the PSS office.

Meeting audio recording available in the PSS office.

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